



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE MATERIEL COMMAND
WRIGHT-PATTERSON AIR FORCE BASE OHIO

SEP 13 2001

MEMORANDUM FOR SEE DISTRIBUTION

FROM: AFMC/CD
4375 Chidlaw Road
Wright-Patterson AFB OH 45433-5001

SUBJECT: AFMC Standard eBusiness Tool for Information Management

1. AFMC has embraced eBusiness as a strategy to increase workforce productivity and facilitate decision making. To support implementation of eBusiness, the AFMC CIO Council formulated a set of requirements (https://www.afmc-mil.wpafb.af.mil/HQ-AFMC/SC/cso-scs/scst/AEI/liss_spec_v1.doc). These requirements include electronic records management, document management, collaboration, and workflow automation. The acquisition agent reviewed these requirements and selected a COTS product that best met the established requirements, and finally the AFMC CIO Council approved an acquisition/implementation strategy (https://www.afmc-mil.wpafb.af.mil/HQ-AFMC/SC/scp/projects/_files/decision.ppt).

2. The Opentext suite of products (Livelink/iRIMS) was selected as the primary tool to meet AFMC's requirements for collaboration on document generation, electronic records management, archival and retrieval of documents, and workflow for document centric processes. This selection adheres to Federal law mandates on the use of an electronic records management system. iRIMS is on the Joint Technical Architecture-Air Force (JTA-AF) as the recommended records management system. By standardizing on this common software baseline, successful field pilot activities can be easily and quickly scaled to be standard command applications. When Livelink/iRIMS fits the design requirements for an information management need in a document centric process, AFMC organizations are directed to use the acquisition, support, and evolution process defined below.

3. The AFMC CIO Council-approved acquisition and implementation strategy for the Livelink/iRIMS toolset requires the following:

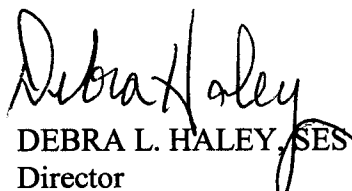
a. Organizations choosing to invest in a tool to support their information management requirements, prior to an AF funded solution, are hereby directed to purchase the Livelink/iRIMS suite of products via the BPA available from the Commercial Information Technology Product Area Directorate (CITPAD) (<http://itsuperstore.af.mil>).

b. All Livelink/iRIMS production servers will be centrally managed by either the Network Control Center (NCC) or the Network Operations and Security Center (NOSC), depending on the architecture approved by the AFMC CIO Council in Jul 01. This will ensure efficient

sustainment of Livelink/iRIMS supporting infrastructure and availability of information across the command. A service level agreement (SLA) between the NCC/NOSC and Livelink/iRIMS customers is required to define resourcing of requirements and responsibilities of each party.

c. An AFMC Livelink/iRIMS Users Group is being formed and managed by HQ AFMC/SC. This users group will determine the required guidelines, implement a change management process, and develop required business rules. In addition, this users group will maintain a catalog of processes that have been automated using Livelink/iRIMS and will facilitate the sharing of Livelink/iRIMS corporate applications. This action will minimize duplication of effort within the Livelink/iRIMS community of users. All organizations using Livelink/iRIMS are directed to appoint a representative to participate in the AFMC Livelink/iRIMS Users Group.

4. Our command point of contact for this effort is Mr. Gary Smith, HQ AFMC/SCPI, DSN 674-0444, commercial (937) 904-0444, e-mail: gary.smith2@wpafb.af.mil. Our policy integrator is Mrs. Betty West, HQ AFMC/SCAH, DSN 986-0638, commercial (937) 656-0638, e-mail: betty.west@wpafb.af.mil.


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